Ashford Business Services Ltd

Relieving Letter

Confirming that an employee has been relieved of duties, with the last working day and the service period.

9 November 2026 **To:** James Patel

14 Oakfield Road, Birmingham B17 9JH 14 Oakfield Road, Birmingham B17 9JH Birmingham**,** B17 9JH

Subject: Relieving letter - James Patel **Dear** James Patel**,**

Agreed terms

1. Last working day. Your employment will end on 9 November 2026.

2. Settlement. Your settlement will be paid on 30 November 2026.

3. Role at leaving. You leave the role of Office Manager in Operations.

4. Service. You were employed from 4 July 2024 to 9 November 2026.

Following discussions between you and the company, it has been mutually agreed that your employment will end on 9 November 2026. The agreement was reached on 15 October 2026, and you are relieved of your duties with effect from your last working day.

There are no pending dues or obligations outstanding, and all company property issued to you has been returned.

During employment with Ashford Business Services Ltd, James Patel carried out the duties of the role with dedication and maintained a good conduct record.

We wish James Patel every success in the future. If a future employer asks us to confirm this letter, please ask them to contact Sarah Mitchell, HR Manager, on 01632 960 123 or at sarah.mitchell@ashford-business-services.co.uk.

Yours sincerely,

Laura Bennett HR Manager

Ashford Business Services Ltd

01632 960 123 sarah.mitchell@ashford-business-services.co.uk

Authorised signature

Authorised signatory: _____

Role: _____

Signature: _____

Date: _____